

## PROGRESS REPORT: QUARTER 4

<b>Reporting Period:</b>	July 1, 2014 – September 30, 2014
<b>Organization:</b>	iMMAP
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<b>Program Title:</b>	Common Operating Picture to Strengthen the Disaster Management System in Pakistan [COPDM]
<b>Country/Region:</b>	Pakistan
<b>Grant USD Total:</b>	\$7,202,684.00

## OVERVIEW

The primary objective of the original project proposal was to strengthen the Information Management [IM] capacity of Provincial and Regional Disaster Management Authorities [DMAs] in Pakistan and to provide all related humanitarian responders with effective methods for reliably capturing, reporting, sharing, and analysing information concerning the humanitarian situation according to baseline indicators and population needs. Since 2013; the project focus shifted to Sindh based humanitarian, early recovery, reconstruction, rehabilitation, development, and disaster risk reduction [DRR] partners with effective methods for reliably capturing, reporting, sharing, and analyzing information concerning all phases [before, during and after] of the disaster situation according to baseline indicators and population needs with a priority focus on Sindh.

iMMAP is an USAID IM implementing partner for disaster and relief framework. It is one of the very few humanitarian organizations in Pakistan, which has worked with both federal level government institutions and humanitarian organizations and their sub-national offices at the district level for enhancing IM and Disaster Risk Reduction [DRR] practices in Pakistan.

Project extension from February 2014 to December, 2014 has two main goals:

Goal-1. Continue supporting the following primary beneficiaries for enhancing their disaster mitigation, risk reduction, and management capacity through its high-quality IM management capacity.

1. USAID and its Implementing Partners working in both disaster & development,
2. NED University of Science and Technology, Karachi, Pakistan,
3. Directorate of Social Welfare and Special Education Balochistan,
4. Sindh Irrigation and Drainage Authority [SIDA]
5. National Press Club, Islamabad and Karachi
6. United Nations [UN] entities,
7. International and National Non-Governmental Organizations,
8. Government Disaster and Relief Management Agencies,
9. Early Recovery and Rehabilitation Authorities.

Goal-2: Transfer of developed all seven [7] IM Tools and related services to Government Custodians such NED University of Engineering & Technology, Sindh Irrigation & Drainage Authority, and Balochistan Directorate of Social Welfare and Special Education for bring sustainability to IM practices during disaster situations in Pakistan. These portals include hi-tech collaborating platform such as [www.drrpakistan.pk](http://www.drrpakistan.pk); Pakistan pioneering humanitarian reporting portal such as [www.srfpakistan.pk](http://www.srfpakistan.pk) and GIS portals such as [www.oasispakistan.pk](http://www.oasispakistan.pk) and [www.geopakistani.pk](http://www.geopakistani.pk) etc.

iMMAP continued to provide its Emergency Reporting continuously during Q2,Q3 & Q4 on a daily basis keeping in focus the serious Drought Situation in District Tharparkar of Sindh IDP Crisis as well in FATA and Khyber Pakhtunkhwa, recently covering 2014 floods in the province of Punjab and Sindh. During this quarter iMMAP continued supporting Pakistan Humanitarian Forum, DRR/ DRM Humanitarian Community. Due to a delay in placing an expatriate software engineering resource to support Sindh Irrigation and Drainage Authority, an extensive local search was initiated during Q4 and 4 software development associates were recruited to develop an off-line version of OASISWeb. Work is well under progress; however a delay is expected in deploying OASISWeb desktop/ mobile application.

This document package provides progress targeted, achieved and updates against project components and indicators established through the Project Monitoring and Evaluation Plan [PMEP].

1. APPENDIX-A: PMEP Quarter 4 Progress Report covering period July, 2014 to September, 2014,
2. APPENDIX-B: LOA between NED and SIDA,
3. APPENDIX-C: LOA between NED and DSW&SE,
4. APPENDIX-D: Balochistan DSW&SE & iMMAP Q4 Minutes of Meeting.

## APPENDIX-A: Project Evaluation & Monitoring Plan – PEMP: Report - Common Operating Picture for Disaster Management

THE TABLE BELOW HIGHLIGHTS THE ORIGINAL PROJECT OBJECTIVES DETAIL

PROJECT OBJECTIVES	PROGRAM DISCIPTION: REQUEST FOR EXTENSION/MODIFICATION AWARD #: 391-A-11-000002 – STRENGTHENING OF THE DISASTER MANAGEMENT SYSTEM IN PAKISTAN THROUGH INFORMATION MANAGEMENT FOR INFORMED DECISION MAKING	FORMAL COMMUNICATION
OBJECTIVE-1: TRANSFER OF IM TOOLS TO NED UNIVERSITY, KARACHI	<p>During the course of the project, iMMAP has developed the following IM tools:</p> <ul style="list-style-type: none"> <li>➤ SRF Pakistan: <a href="http://www.srfpakistan.pk">www.srfpakistan.pk</a></li> <li>➤ Balochistan Social Welfare Department Reporting Portal: <a href="http://www.bnrp.pk">www.bnrp.pk</a></li> <li>➤ No Objection Certification [NOC]: <a href="http://www.nocpakistan.pk">www.nocpakistan.pk</a></li> <li>➤ GeoPakistan: <a href="http://www.geopakistani.pk">www.geopakistani.pk</a></li> <li>➤ OASIS Web: <a href="http://www.oasispakistan.pk">www.oasispakistan.pk</a></li> <li>➤ National / Karachi Press Club's Media Collaboration Portals: <a href="http://www.kpc.org.pk">www.kpc.org.pk</a></li> <li>➤ DRR IM Portal: <a href="http://www.drrpakistan.pk">www.drrpakistan.pk</a></li> </ul> <p>During the next 6 months, iMMAP will build capacity at NED University of Science and Technology to receive and host following IM tools to ensure long-term sustainability for the humanitarian, development and research communities. iMMAP has developed these web-portals to enhance disaster response. While some of the information is real-time, the rest is obtained from various sources. Data received from web sources is automatically updated; however, data received from other sources/ agencies needs to be input into the system.</p> <p>NED already has a very good Information Technology [IT] capacity, and a dedicated team of people. USAID and iMMAP are of the view that they would be the ideal institution for hosting and maintaining all the IM tools. NED is an educational facility, and therefore has a vested interest in supporting the tools. In this way we ensure long term sustainability, and avoid the issues of hosting in a government institution where there is an extremely high turnover of trained staff.</p>	MOU with NED Engineering & Technology University
OBJECTIVE-2: IM SUPPORT FOR SIDA	<p>The Sindh Irrigation and Drainage Authority (SIDA) has been an excellent partner over the past few months since signing a Memorandum of Understanding [MOU] to support and enhance iMMAP's IM products and services. SIDA has shared its complete irrigation network, which has been made available through OASIS Web, and has partnered with iMMAP to produce the 2013 flood atlases<sup>1</sup> for specific districts in Sindh.</p> <p>SIDA has requested iMMAP assistance in the following areas in the year 2014:</p> <ul style="list-style-type: none"> <li>➤ Development of an OASIS Web off-line version to be able to utilize this highly sophisticated spatial analytical tool in their day to day business process without its continuous dependency on Internet connectivity. This will allow SIDA to run analysis and generate maps without having to rely on internet connectivity;</li> <li>➤ Provision of commercial satellite imagery;</li> <li>➤ IM Capacity Building support to enhance SIDA's Geographic Information System [GIS] analytical capacities especially in the areas of Remote Sensing and image processing.</li> </ul>	MOU with Sindh Irrigation and Drainage Authority [SIDA]

	<p>This collaboration and request for further assistance from SIDA is not in the current project scope and the type of work will require slightly longer term assistance. iMMAP can assist SIDA over the next 12 months by:</p> <ul style="list-style-type: none"> <li>➤ Customizing the OASIS product to meet the offline requirements of SIDA;</li> <li>➤ Acquiring high-resolution satellite imagery for the whole province of Sindh at a highly discounted rate for humanitarian and non-commercial purposes;</li> <li>➤ iMMAP has a team of highly skilled national and international GIS and Remote Sensing Experts which can build SIDA's staff capacity in the following analysis areas: <ul style="list-style-type: none"> <li>○ Flood and Earthquake Hazard and Risk Analysis;</li> <li>○ Drought Analysis;</li> <li>○ Land cover classification;</li> <li>○ Normalized Difference Vegetation Index [NDVI] Calculation and Mapping;</li> <li>○ Crop damage assessment;</li> <li>○ Change Detection [Pre- and Post-hazard analysis];</li> <li>○ Irrigation and Drainage infrastructure Damage Assessment.</li> </ul> </li> </ul>	
<p>OBJECTIVE-3: IM SUPPORT FOR BALOCHISTAN DSW&amp;SE:</p>	<p>The Balochistan Directorate of Social Welfare and Special Education [DSW&amp;SE] invited iMMAP management to Quetta to sign a letter of agreement and extended its support in the preparation of the Earthquake 2013 Map Atlas of the five most affected districts in the recent Balochistan earthquake.</p> <p>DSW&amp;SE have also agreed to take custodianship of a customized version of SRF and NOC tools to enhance its reporting and registration processes for Non-Governmental Organizations [NGOs]. This is a significant development as the tools hosted at NED University would have an immediate client and user base.</p> <p>iMMAP has supported DSW&amp;SE efforts in conducting an IM Needs Assessment for enhancing the sharing of authorized and up-to-date information in a timely manner among government departments and volunteer and social organizations throughout Balochistan. These organizations are addressing the needs of children, women, and elderly people and also are involved in the relief and reconstruction/rehabilitation activities in the Province. It became evident, while conducting the IM needs assessment that the directorate and its district offices are in dire need of IM capacity building.</p> <p>The Balochistan DSW&amp;SE have requested iMMAP support in the following areas:</p> <ol style="list-style-type: none"> <li>1. Customized deployment and capacity building for the Balochistan NGOs Registration and Reporting Portal. This will be the customized version of SRF for the requirements of the Directorate;</li> <li>2. Train the trainers of DSW&amp;SE staff to continue training NGOs in how to register, report, and map their activities via the portal;</li> <li>3. Senior Legal Advisor support to conduct a legal review and corrections of NGOs registration documents in English/ Urdu,</li> <li>4. Provision of computer hardware and software for running a small IM unit at the Directorates six divisional offices;</li> <li>5. Balochistan Map Atlases Production</li> </ol> <p>Though DSW&amp;SE requirements are extensive, iMMAP is confident that points 1 and 2 can be supported with the current staffing. Point 3 would require an additional hire of a senior Legal Advisor at the Directorate for six months. Point 4, would require the purchase of six fax machines and six laser printers. Additional support would also be required with initial Internet connectivity between the Directorate and the six divisional offices. The cost of the maintenance would be the responsibility of the Directorate. Item 5 is not part of the MOU with Balochistan DSW&amp;SE anymore due to mapping related legislation passed in the parliament.</p>	<p>MOU under process</p>
<p>OBJECTIVE-4: IM SUPPORT FOR NATIONAL PRESS</p>	<p>NPC Islamabad has requested iMMAP to strengthen their IM capacity in the following areas:</p>	<p>MOU under process</p>

CLUB/ KARACHI PRESS CLUB	<ul style="list-style-type: none"> <li>➤ IM Needs Assessment – draft already concluded;</li> <li>➤ IM Portal Deployment – In progress and will soon be deployed for establishing a comprehensive collaboration platform for more than 25,000 member journalists and media personnel;</li> <li>➤ IM Capacity Building – Train the trainer sessions for a selected group of journalists and media personnel on the role of media in disaster and development and how to efficiently use the NPC IM collaboration portal during emergency and non-emergency situations;</li> </ul> <p>This is envisaged for a much shorter time span, it has already brought a lot of good will for USAID and iMMAP IM interventions in Pakistan. This network strengthens iMMAP IM capacity tremendously during disaster and emergency situations. iMMAP strongly recommends continuation of this support over the next six months, while deploying the portal at NED University for ensuring sustainability.</p>	
OBJECTIVE-5: MONTHLY SECTORAL BULLETINS in Collaboration with ALHASAN SYSTEMS	<p>These have been a key feature of this project and require coordination with various government and non-government entities and resources to provide up-to-date verified data and maps for various sectors and districts.</p> <p>Keeping in view iMMAP's revitalized links with media through the NPC and the Karachi Press Club and also its collaborative agreements with the United Nations Global Compact Network [UN-GCNP], and the recent Open Access/Open Data collaboration with private enterprise Alhasan Systems, iMMAP has disseminated three monthly bulletins on Energy, Education, and Health Sector and is in the process of launching a fourth bulletin focusing on Climate. These bulletins cover latest news, views, maps, and a comprehensive directory of major sectoral players and stakeholders.</p>	LOA under process

The below narrative illustrate the PMEP indicators and lists baseline and targets to be achieved by Dec. 2014:

S.#	Activity Definition	Project Targets From Feb. 2014 to Dec. 2014	Q2 Targets	Q2 Achievements	Q3 Targets	Q3 Achievements	Q4 Targets	Q4 Achievements	Q1 Targets	Q1 Achievements	Resources
OBJECTIVE-1: TRANSFER OF IM TOOLS TO NED UNIVERSITY, KARACHI											
1	MOU Signing with NED University	1	1	1	-	-	-	-	-	-	COP/ CTA
2	Project Plan Discussion and Finalization	1	-	-	1	1	-	-	-	-	CTA/ PM
3	Staff Identification and Placement for transfer of IM Tools – IMO Project Manager	1	1	1	-	-	-	-			PM - Naeem Ahmad
4	Placement of IM tools developer	3	2	2	1	1	-	-			CTA, HR, Dev. 1: Relocation 2: Relocation Dev. 3: Vacant
5	Network/ Systems Administrator Recruitment	1			1	1	-	-			CTA, HR, M&E Manager, PM
5	Orientations to IM Portals Infrastructure and resources	3	1	0	1	1	1	5			PM, Dev. 1,2,3 & NED Staff
6	Transfer of IM Portals servers	2	1	0	1	1	-	-			CEO/CTA, PM, Dev. 1,2,3 & NED Staff
7	Transfer of IM Portals software environment	7			5	5	2	2			CEO/CTA, PM, Dev. 1,2,3 & NED Staff

S.#	Activity Definition	Project Targets From Feb. 2014 to Dec. 2014	Q2 Targets	Q2 Achievements	Q3 Targets	Q3 Achievements	Q4 Targets	Q4 Achievements	Q1 Targets	Q1 Achievements	Resources
8	Documents Development and handover	7	1	2	4	1	2	2			CTA, PM, Dev. 1,2,3 & NED Staff
9	Backstopping Support for IM Portals Onsite Support Calls	10	-				5	5	5		CTA, PM, Dev.1,2,3 and other Systems Support Staff
<ul style="list-style-type: none"> <li>Both servers from COMSAT are now moved successfully to NED University</li> <li>Multiple detailed trainings for NED University Faculty and Students</li> <li>All software and backup copies, and network configurations/ settings are now moved to NED as well</li> <li>All IM Portal documentations were handed over to NED as part of the tools transfer.</li> </ul>											
OBJECTIVE-2: IM SUPPORT FOR SIDA											
1	MOU Signing with SIDA	1	1	1	-	-	-	-			CEO/ CTA
2	Project Plan Discussion and Finalization	1			1	-	-	-			CTA/ PM
3	Staff Identification and Placement of SIDA IMO Project Manager	1	1	1	-	-	-	-			PM – Farooq Laghari
4	Placement of GIS/ RS Officers	2	-	-	2	2	-	-			GIS Officer/ Trainer Remote Sensing Officer/ Trainer
5	Recruitment of National GIS Developer	1	-	-	1	1	-	-			Development and Support
6	IM Needs Assessment Finalization	1	1	0	-	-	-	-			Dev. 1: Relocation 2: Relocation Dev. 3: Vacant
7	IM and DRR Training for SIDA and its associates	6	-	-	2	1	2	2	2		CTA, PM, GIS Officers
8	Acquisition/ Procurement of Satellite Imagery	1	-	-	1	-	-	-			CEO/CTA, PM
9	OASIS Web Offline Developer	1	-		-		1	1			CEO/CTA, PM, OASIS Developer
10	Flood & Earth Hazard & Risk Mapping/ Analysis	2	-		1	1	1	1			CTA, PM, M&E Officer, GIS & RS Officers, & SIDA Staff
11	Drought Analysis	2	-		1	1	1	1			CTA, PM, M&E Officer, GIS & RS Officers, & SIDA Staff
12	Land Cover Classification	2	-		1		1	0			CTA, PM, GIS & RS Officers, & SIDA Staff
13	NDVI Calculation and Mapping	3			1		1	0	1		
14	Change Detection Analysis	3	-		1		1	0	1		CTA, PM, GIS & RS Officers, & SIDA Staff
15	Irrigation & Drainage Damage Assessment	2	-		-		1	1	1		CTA, PM, M&E Officer, GIS & RS Officers, & SIDA Staff
16	Documents development and handover	5	-		-		3	2	2		CTA, PM, GIS & RS Officers, & SIDA Staff

S.#	Activity Definition	Project Targets From Feb. 2014 to Dec. 2014	Q2 Targets	Q2 Achievements	Q3 Targets	Q3 Achievements	Q4 Targets	Q4 Achievements	Q1 Targets	Q1 Achievements	Resources
<ul style="list-style-type: none"> <li>• Due to multiple changes at SIDA at higher level and among technical staff, progress on involving SIDA in maintaining acceptable progress on different initiatives was delayed,</li> <li>• Full latest imagery coverage is now acquired for the whole province of Sindh. Data will arrive before the end of October 2014,</li> <li>• iMMAP initiated LOA between NED and SIDA for establishing a sustainable relationship between two organization is under process and is already signed by iMMAP and NED representatives. APPENDIX-B</li> </ul>											
OBJECTIVE-3: IM SUPPORT FOR BALOCHISTAN DSW&SE:											
1	MOU Signing with Balochistan DSW&SE	1	1	0	-	1	-	-			CEO/ CTA
2	Project Plan Discussion and Finalization	1	1	0	-	1	-	-			CEO/ PM
3	Staff Identification and Placement DSW& SE Project Coordinator	1	1	1	-	-	-	-			Project Coordinators – Khalid Hussain
4	Placement of IM tools developer	1	1	1	-	-	-	-			CTA/ PC/ Web Developer
5	Placement of IM Associate	1	1	1	-	-	-	-			CTA/ PC/ IM Associate
6	Finalize Development of IM Portal	1	1	0		1	-	-			CTA/ M&E Manager, PC, Web Developer & Directorate Staff
7	MOU signing between DSW&SE and NED for the hosting of IM Portal	1	-		1	In progress	-	1			CTA/ M&E Manager, PC, DSW&SE and NED Representatives
8	Transfer of IM Portals Administration	1	-		1	In progress	-	1			CTA/ M&E Manager, PC, Web Developer & DSW&SE Staff
9	Legal Advisory Support for Translating Legal Documents related to NGOs registration	1	-			In progress	1	In progress			CTA/ M&E Manager, PC, Web Developer & DSW&SE Staff
10	Provision of Computer Hardware & Software	7	-		1	In progress	6	14 computers	-		CTA/ M&E Manager, PC, Web Developer & DSW&SE Staff
11	Training of DSW&SE Staff on Computer Use and IM Portal Reporting	21	-		7	4	7	5	7		CTA/ M&E Manager, PC, Web Developer & DSW&SE Staff
<ul style="list-style-type: none"> <li>• LOA signed between NED and DSW&amp;SE – APPENDIX-C</li> <li>• The Directorate has also sent a new request asking for iMMAP support in multiple areas for strengthening their IM capacity and automating their work processes. Attached APPENDIX-D</li> </ul>											
OBJECTIVE-4: IM SUPPORT FOR NATIONAL PRESS CLUB/ KARACHI PRESS CLUB											
1	MOU Signing with NPC/ Karachi Press Club	1	1	0		In progress	-	-			CEO/ CTA
2	Project Plan Discussion and Finalization	1	1	0		In progress	-	-			CEO/ PM
3	Staff Identification for Project Coordination	1	1	1	-	-	-	-			Project Coordinator
4	Staff Identification for IM Support & Training	1	1	1	-	-	-	-			CTA and PC

S.#	Activity Definition	Project Targets From Feb. 2014 to Dec. 2014	Q2 Targets	Q2 Achievements	Q3 Targets	Q3 Achievements	Q4 Targets	Q4 Achievements	Q1 Targets	Q1 Achievements	Resources
5	Finalize Development of IM Portal	1	1	0	-	In progress	-	-			CTA and PC, Portal Developer, & Press Club Representative
6	MOU signing between NED & and Press Club for hosting the IM Portal	1	-	-	1	In progress	-	In progress			CTA and PC, Portal Developer, NED, & Press Club Representative
7	IM Portal Training for Systems Administrators/ Moderators	14	-	-	2	1	6	5	6		
8	IM Portal Training for Media Personal	14	-	-	2	1	6	3	6		CTA and PC, Portal Support, & Press Club Representative/ Media Personal
9	Transfer of IM Portals Administration to Press Club	1	-	-	-	-	1	In progress			CTA and PC, Portal Developer, & Press Club Nominees
10	Training of nominated master trainers of Press Club for Disaster Reporting and use of portal for overall Collaboration	3	-	-	1	1	1	In progress	1		CTA and PC, Portal Support, & Press Club Nominees
11	IM Portal Backstopping Support – Number of Months	6	-	-	-	-	3	3	3		CTA, PC, Portal Developer, IM Support Staff
<ul style="list-style-type: none"> <li>Portal is deployed and is at present going through changes and re-designed based on the feedback of test groups form among the N/KPC.</li> </ul>											
OBJECTIVE-5: MONTHLY SECTORAL BULLETINS											
1	MOU Signing with Alhasan Systems for Bulletin Productions	1	1	0	-	-	-	-			CEO iMMAP & Alhasan Management
2	Project Plan Discussion and Finalization	1	1	0	-	-	-	-			CTA/ M&E Manager
3	Identification and recruitment Bulletins Resources on Local Contract	5	-	-	5	5	-	-			CTA/ HR Officer/ M&E Manager
3	Education Bulletin Production & Dissemination	8	-	-	2	2	3	3	3		M&E Manager, iMMAP Technical and Administrative Support Staff
4	Health Bulletin Production & Dissemination	8	-	-	2	2	3	3	3		M&E Manager, iMMAP Technical and Administrative Support Staff
5	Energy Bulletin Production & Dissemination	8	-	-	2	2	3	3	3		M&E Manager, iMMAP Technical and Administrative Support Staff
6	Climate Bulletin Production & Dissemination	8	-	-	2	1	3	3	3		M&E Manager, iMMAP Technical and Administrative Support Staff
7	Bulletins Printing & Dissemination	24	-	-	6	2	9	4	9		M&E Manager, iMMAP Technical and Administrative Support Staff
<ul style="list-style-type: none"> <li>Bulletins monthly circulation continues through digital means</li> </ul>											
ROUTINE EMERGENCY/ DISASTER RESPONSE OBJECTIVES INCLUDING PRE AND POST MONSOON											

S.#	Activity Definition	Project Targets From Feb. 2014 to Dec. 2014	Q2 Targets	Q2 Achievements	Q3 Targets	Q3 Achievements	Q4 Targets	Q4 Achievements	Q1 Targets	Q1 Achievements	Resources
1	Daily Emergency & Response Situation Information Report – DEARSIR	167	10	22	46	70	92	82	12		Senior Humanitarian Advisor, National Emergency Officer, Capacity Building Coordinator, Support Staff
2	PESA – Sindh District Profiles Updates	23	-		10	6	10	14	3		CTA, Senior Humanitarian Advisor, National Emergency Officer, Capacity Building Coordinator, Support Staff
3	Disaster Mapping for USAID and PHF etc.	100	25	20	25	10 need based	25	25+	25		CTA, M&E Manager, National Emergency Officer, Capacity Building Coordinator, Support Staff
4	IM Training for NGOs	23	-	-	4	2 need based	14	7	5		M&E Manager, Capacity Building Coordinators, GIS Officer, Training Support Staff
<ul style="list-style-type: none"> <li>All activities are on track.</li> <li>NHN cancels its MOU with iMMAP without any reasons.</li> </ul>											



NED University Of  
Engineering & Technology



## Letter of Agreement

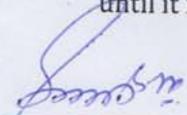
REFERENCE-1: A Memorandum of Understanding [MOU] was signed between iMMAP and NED University of Engineering and Technology, Karachi, Sindh on March 18, 2014 for the transfer of the Information Management [IM] tools to the university for ensuring sustainability to the IM practices in Pakistan, beyond present project scope and schedule end on Dec. 31, 2014.

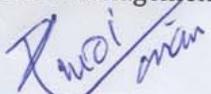
REFERENCE-2: Another MOU was signed between iMMAP and Sindh Irrigation & Drainage Authority [SIDA] on March, 19, 2014 for enhancing the IM capacity of the authority and for sharing irrigation data through [www.oasispakistan.pk](http://www.oasispakistan.pk) portal for larger public benefit.

PURPOSE OF LOA: The purpose of this LOA between NED University of Engineering & Technology, Karachi; and SIDA is to ensure continuation of data sharing between both organizations and also bring sustainability to deployed IM tools.

### AGREEMENT:

- NED University is the custodian of [www.oasispakistan.pk](http://www.oasispakistan.pk) as per the transition plan of Common Operating Picture for Disasters Management [COPDM].
- However, all data both spatial and non-spatial shared through [www.oasispakistan.pk](http://www.oasispakistan.pk) belong to their relevant owners who have agreed to make their data public for larger humanitarian causes;
- iMMAP is the developer of all the IM tools including [www.oasispakistan.pk](http://www.oasispakistan.pk) portal, which iMMAP shall continue to provide technical support until funded by the donor organization;
- SIDA agrees that it will continue sharing data with NED to keep OASISWeb [[www.oasispakistan.pk](http://www.oasispakistan.pk)] up-to-date;
- All newly acquired imagery through COPDM project funding will also be able to both SIDA and NED University for the use in both on and off-line OASIS and also other GIS/RS software environments;
- iMMAP shall continue to provide backstopping support to both parties until Dec. 31, 2014 and will ensure that it builds the capacity of both organizations to support each other;
- NED University will make sure that SIDA shared data/ information resources through IM tools are not shared through any other means for any other purpose until it is explicitly authorized by SIDA management.

  
Prof. Sarosh H Lodi  
Dean, CEA,  
NED University, Karachi

  
MR. Mehdi Bokhari  
Country Representative  
iMMAP, Islamabad

Mr. Muhammad Zahid Unejo  
Managing Director  
SIDA, Hyderabad



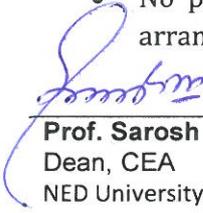
## Letter of Agreement

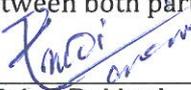
REFERENCE-1: A Memorandum of Understanding [MOU] was signed between iMMAP and NED University of Engineering and Technology, Karachi, Sindh on March 18, 2014 for the transfer of the Information Management [IM] tools to the University for ensuring sustainability to the IM practices in Pakistan, beyond present project scope and schedule end on Dec. 31, 2014.

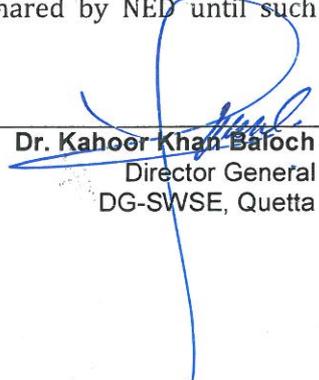
REFERENCE-2: Another MOU was signed between iMMAP and Directorate General of Social Welfare and Special Education, Quetta, Balochistan on April, 14, 2014 for the deployment of newly built Balochistan NGOs Registration and Reporting Portal [one of the IM Tools to be transferred] to enhance the Directorate General and its affiliated local NGOs IM capacity. PURPOSE OF LOA: The purpose of this LOA between NED University of Engineering & Technology, Karachi; and Directorate of Social Welfare and Special Education of Balochistan to bring sustainability to Balochistan NGOs registration and reporting IM tools.

### AGREEMENT:

- Directorate General of Social Welfare and Special Education holds all rights to Balochistan NGOs Registration and Reporting Portal [www.bnrrp.pk](http://www.bnrrp.pk).
- iMMAP is the developer of [www.bnrrp.pk](http://www.bnrrp.pk) portal and will continue providing technical support for the portal until its supported and funded by the donor organization.
- All parties agree that Balochistan NGOs Registration and Reporting Portal [www.bnrrp.pk](http://www.bnrrp.pk) will be hosted and maintained at NED University, Karachi and further will continue to remain technical custodian of the portal until an agreed time between both parties or the Directorate General of Social Welfare & Special Education Balochistan required to move the portal as and when. iMMAP will continue providing backstopping support to both parties until Dec. 31, 2014 and will ensure that it builds the capacity of both organizations to support each other for the sustainability of the Balochistan NGOs registration portal - [www.bnrrp.pk](http://www.bnrrp.pk) as per the signed MOUs
- All portal [www.bnrrp.pk](http://www.bnrrp.pk) data will remain confidential as per the business requirements of the Directorate General.
- No portal [www.bnrrp.pk](http://www.bnrrp.pk) data will be made public or shared by NED until such arrangement is explicitly agreed between both parties.

  
**Prof. Sarosh H Lodi**  
Dean, CEA  
NED University, Karachi

  
**MR. Mehdi Bokhari**  
Country Representative  
iMMAP, Islamabad

  
**Dr. Kahoer Khan Baloch**  
Director General  
DG-SWSE, Quetta



No.DGSW/HQ/ 1-3 (Gen) 2014/ 151  
DIRECTORATE GENERAL OF SOCIAL WELFARE  
& SPECIAL EDUCATION BALOCHISTAN QUETTA

Dated Quetta: 9<sup>th</sup> September, 2014

**MINUTES OF MEETING**

A meeting was convened under the chairmanship of the Director General of Social Welfare & Special Education Department on 9th September 2014 at the Directorate General of Social Welfare & Special Education, Quetta at 12:00 PM.

**Venue:** Directorate General, Social Welfare & Special Education, Quetta, Balochistan

**Minutes prepared by:** Khalid Hussain

**Chairperson:** Dr. Kahoor Khan

**Following people attended the meeting:-**

- 1) Dr. Kahoor Khan, Director General, Social Welfare & Special Education, Balochistan.
- 2) Mr. Fayyaz Ali Khan, Senior Advisor (Humanitarian Affairs), IMMAP Pakistan, Islamabad office.
- 3) Mr. Mohammad Hanif Rind, Assistant Director (Admin & Budget), Social Welfare & Special Education, Balochistan.
- 4) Mr. Shair Ahmed, Assistant Director (Headquarter), Social Welfare & Special Education, Balochistan.
- 5) Mr. Bashir Ahmed Rind, Assistant Director (PCCWD), Social Welfare & Special Education, Balochistan.
- 6) Mr. Ali Shahzad, IMO Developer (IMMAP), Pakistan, Islamabad Office.
- 7) Mr. Khalid Hussain, Project Coordinator (IMMAP), Social Welfare & Special Education, Balochistan.
- 8) Ms. Sahar Murad, Developer (IMMAP), Social Welfare & Special Education, Balochistan.
- 9) Mr. Abdul Sattar, MIS Officer (UNICEF), Social Welfare & Special Education, Balochistan.
- 10) Mr. M. Yaqoob, IM Associate (IMMAP), Social Welfare & Special Education, Balochistan.

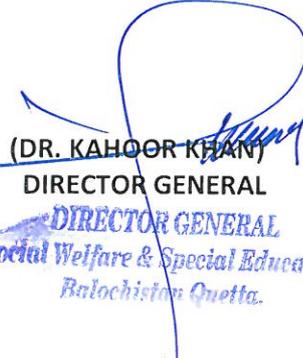
**The following points were discussed:-**

S. No	Agenda Points Raised	Decision	Remarks
1.	Mr. Khalid presented an overview of the ongoing activities of IMMAP's project, namely: NGOs IMS (BNRP) for the Directorate General of SW & SE, Balochistan.	Mr. Fayyaz Ali suggested that in order to monitor the progress, every activity related to the project should have an exact deadline. Consensus was built on this point.	Mr. Fayyaz Ali mentioned that, IMMAP is pleased to support SWD. DG, SWD appreciated the services of IMMAP.
2.	Expedite the data entry for BNRP.	The DG agreed to provide two staff members for hands on training of data entry on BNRP.	Mr. Fayyaz commented that there would be a need for data entry even when the iMMAP's project is completed so some of the SWD staff members should be involved in data entry.

3.	Some information is missing on NGOs' files available at the DG office. This information is required to be entered on BNRP.	The missing data will be solicited from the registered NGOs (via) advertisement in local Newspapers.	Shair Ahmed, Assistant Director HQ will start the advertisement process.
4.	SWD Balochistan needs Contingency plan for Natural Calamities in the year 2015.	Mr. Fayyaz Ali acknowledged the utility of contingency plan. iMMAP will support the draft of the contingency plan with Directorate's involvement for 2015. Mr. Fayyaz Ali will be the focal person from iMMAP side.	The data required for contingency plan will be provided by SWD.
5.	Compilation of District atlases for Balochistan.	It was agreed to wait till iMMAP is ready to start work on the requested Atlases	Mr. Fayyaz Ali shared that compilation of the requested atlases will be looked in to once iMMAP's application for registration is processed by the EAD.
6.	Human Resource Information Management System (HR-IMS) for SWD Balochistan is required.	The DG assigned Assistant Director Admin Hanif Rind to be the focal person to facilitate the iMMAP team in developing HR-IMS.	Mr. Ali Shahzad will be the focal person on behalf of iMMAP, to prepare initial assessment report for HR-IMS, that would be shared with SWD – <b>Attached APPENDIX-A</b>
7.	Developing a Vulnerable Groups Information Management System [VG-IMS] portal for People with disabilities (PWD), transgenders, and other VG population.	The DG assigned Assistant Director HQ Shair Ahmed to be the focal person to look after, and facilities the iMMAP team in developing VG-IMS.	Mr. Ali Shahzad will be the focal person on behalf of iMMAP, to prepare initial assessment report for VG-IMS portal. This report would be shared with SWD. <b>Attached APPENDIX-B</b>
8.	Capacity building of SWD.	iMMAP in collaboration with SWD, Balochistan will initiate training on IT, ICT, IM and DRR for capacity building of SWD staff.	SWD remarked that capacity building was proposed in IM Need Assessment. They appreciated the role of iMMAP in this regard.
9.	Development of SWD website. (www.swd.gob.pk)	iMMAP was pleased to consider this request as and when received subject to the condition that SWD obtains NOC from IT department, GOB.	SWD will request iMMAP in this regard after obtaining NOC from IT department, GOB.
10.	Hiring a law firm for legal consultancy.	Based on the profiles received from different legal firms	iMMAP will bear the FEE of legal consultancy for 3

		Dawood law firm is recommended by iMMAP & DSW&SE team for further consideration. iMMAP will facilitate this arrangement for 3 months – HOWEVER, will not be responsible for any liabilities and would ask DSW&SW to sign-off the TOR directly with the law-firm so that they consider them responsible for reporting to the directorate.	months from Oct. to Dec.2014 scheduled end of project.
11.	A need for NOC system development for SWD NGOs.	The DG assigned Assistant Director HQ Shair Ahmed to be the focal person to look after, and facilitates the iMMAP team in developing the NOC system.	The NOC system will be project based and integrated with the existing BNRP portal.

The meeting ended with the vote of thanks to the chair.

  
 (DR. KAHOOR KHAN)  
 DIRECTOR GENERAL  
 DIRECTOR GENERAL  
 Social Welfare & Special Education  
 Balochistan Quetta.

# Initial Assessment of HR-IMS

Government of Balochistan  
Directorate of Social Welfare & Special Education  
*Social Welfare, Special Education, Literacy/ Non-Formal Education*

A meeting was convened under the chairmanship of the Director General of Social Welfare & Special Education Department on 9th September 2014 at the Directorate General of Social Welfare & Special Education, Quetta, Balochistan. It was decided in the meeting that Mr. Hanif Rind, *Assistant Director Admin and Budget*, will be the focal person assigned to facilitate the IMMAP team in development of Human Resource Information Management System (HR-IMS) for the Social Welfare Department Balochistan. The IMMAP team assigned Mr. Ali Shahzad, IMO Developer, to prepare an initial assessment report of the project. A subsequent meeting was held on the same day attended by Mr. Hanif Rind, Mr. Ali Shahzad, Mr. Khalid Hussain, and Ms.Sahar Murad to discuss the major requirements of the proposed HR-IMS. The following requirements were finalized in the meeting:

## Human Resource Information Management System [HR-IMS]

HR-IMS is to enhance Human Resource Management processes. The basic function of an HR-IMS is to record and report an organization's employees' information. An HR-IMS can be implemented as a basic self-contained module or it can be a complex module integrated with a larger systems such as an enterprise MIS or ERP system. The Social Welfare department, Balochistan needs a basic stand-alone HR system to fulfill the following requirements.

### Functional Requirements

Requirements	Details	Technical Detail
Storage of employees' personal information	Personal record of each employee to be stored in the HR-IMS. This includes mandatory information like name, father name, CNIC, date of birth, date of joining, and contact information along with optional information. The optional information will be decided in the detail requirement analysis meetings.	We need to store basic information of the employees with mandatory and optional fields.
To store each employee's training information.	There is a need to maintain information about all the trainings received by an employee. Only Name of the training, date, and type of training information is required.	The need is to record all the previous and future trainings received by all the employees.
Qualifications Information storage	HR-IMS should be able to store qualification of each employee. Only the highest qualification name is required.	There is no need to record information of previous qualifications. Only the highest qualification of an employee is required. There is a need to Simply update

		the old fields.
To maintain current duty station, job details, and grade information of each employee	Storage of only the current duty station, current job details, and current grade information of each employee is required.	Maintain only the current information of an employee. Information of previous duty stations, job details, and grades is not required. We need to simply update the old fields.
To estimate and store employees' retirement date	Retirement date of each employee should be estimated based on government's standard operating procedure. There should also be an option of extension in retirement date. This information is to be stored along with personal information of employees.	Retirement date is to be estimated from the initial date of joining and date of birth. In case of extension, SOPs should be used to revise the retirement date.
Generate employees' seniority list	There is a need to generate seniority lists based on employees' personal information, duty station, job details, and grade information. The seniority list can be of all employees, or it can be based upon some criteria. E.g. seniority lists of employees in a certain district.	We need to generate a report based on current date. The format of the report should be similar to the sample provided by the focal person.
To show current status of an employee	HR-IMS should have the ability to search details of all employees working in a particular area. This requirement is linked to Duty Station.	We need to have searching options on various fields. The most important field for searching should be current duty station.

### ***Non-Functional Requirements***

The major non-functional requirement is the development of a user friendly interface that requires minimum training.

### ***Hardware Requirements***

Three options were considered for deployment of HR-IMS.

- **STAND-ALONE Application:** A stand-alone desktop application could fulfill the functional requirements; however there would be need for a dedicated IT resource to ensure timely backups and system security. Data sharing between different users would cause data replication and integrity issues.
- **LAN-ENABLED:** A second option would be to deploy the same stand alone system but keep data in one central location and sharing it on a locally maintained Local Area Network [LAN]. This will resolve the data replication and integrity issues but SWD would still require an IT resource for network maintenance, security, and data backup.

- CLIENT/ SERVER: The third option is to deploy the system using server / client model and maintain the server side with a third party. This would ensure data backups, security, and data integrity. The only additional requirement would be an Internet connection.

Keeping in view above issues and Directorate's present capacity both technical and resource wise, we recommend deploying the system using Client/ Server environment. The server side will be hosted at iMMAP, a third party, and when approved at the Government of Balochistan IT facility.

Server Side	Client Side
Recommended Dell Server 16 GB RAM 2 TB Hard Disk Server side hardware can be shared with three other applications of same complexity.	Simple Desktop / Laptop Capable of using web applications Internet connection

### **Software Requirements**

Development Side	Server Side	Client Side
PHP (Open Source) PostgreSQL (Open Source)	Apache Web Server Windows Server 2008	Operation System Web Browser

### **Data Requirements:**

Social Welfare Department, Balochistan will provide sample data. Legacy data entry and new data entry will be the responsibility of the Social Welfare Department. iMMAP will assist the directorate where requested and USAID approval.

### **HR-IMS Main Beneficiaries:**

The main beneficiaries of this system are Assistant Director Admin and Budget; having admin rights on Create, Retrieve, Update, and Delete (CRUD) Operations. High Level Management including the Director General and Staff will have view permission and reporting rights.

### **HR-IMS Busines Processes**

Employee registration, duty station information, retirement extension, training, and qualification data will be maintained by the Assistant Director Admin and Budget office as per their SOPs and approved HR-IMS system requirements.

## Appendix: B

# Vulnerable Groups IM System - VG-IMS

Government of Balochistan  
Directorate of Social Welfare & Special Education  
*Social Welfare, Special Education, Literacy/ Non-Formal Education*

A meeting was convened under the chairmanship of the Director General of Social Welfare & Special Education Department on 9th September, 2014 at Directorate General of Social Welfare & Special Education, Quetta at 12:00 PM. Mr. Shair Ahmed, Assistant Director HQ was assigned as the focal person to facilitate the IMMAP team in development of Persons' with Disabilities Registration (PWD) application, and Transgender Person Registration Application (TPR). IMMAP team assigned Mr. Ali Shahzad, IMO Developer, to prepare an initial assessment report of the project. A subsequent meeting was held on 10<sup>th</sup> September 2014, attended by Mr. Shair Ahmed, Mr. Ali Shahzad, Mr. Khalid Hussain, and Ms.Sahar Murad to discuss the major requirements of the project.

*After consultation with the Senior Management of IMMAP, Pakistan, it was decided that a single application "Vulnerable Groups IM System - VG-IMS" should be developed to fulfill the requirements of PWD and TRP applications. Separate modules will be developed for tracking different vulnerable groups.*

### Vulnerable Groups IM System - VG-IMS

Vulnerable Groups IM System - VG-IMS will be used to register and maintain information about people with disabilities and transgender. The main use of this application would be to speed up the process of verification and reporting about PWDs and Transgender. This application shall support the management of the Social Welfare Department in making informed decisions for the welfare of different vulnerable segments of the society. The system will remain flexible and saleable to additional groups under the same IM support mechanics.

### Functional Requirements

Requirements	Details	Technical Detail
To store personal information of a person	The application should be able to store the basic information of each person including name, father name, date of birth, C-NIC, contact Information, domicile information, etc. Some other optional information to be stored would be decided in detail requirement analysis meetings.	We need to store this basic information in mandatory and optional fields.
Disability Information Storage	In case of disability, we need to store information about each person's type of disability, specific disability, ability to work, and medical information.	This data has to be stored based on a person's information, and medical certificates.
Transgendered Information	In case of transgendered person, we need to store information about the person's type of transgender, their Patron (Guru), skill	This data has to be stored based on a person's

Storage	type, profession, and medical information and verification etc.	information, and medical certificates.
Documents to be Uploaded by district office	We need to store the following documents of each person, uploaded by social welfare district offices.  Passport size photo, CNIC, and medical certificate from hospital.	All these documents should be uploaded either as images or pdf files.
To store information about approval committee	We need to store the names of people on approval panel date of approval, and comments by the committee. This information will be linked to the personal information of person appearing for review by the panel.	Information of all committee members is not mandatory.
District level data entry	Data entry operator of the Social Welfare department at the district level will be able to enter data for their respective district.	Sub-admin (restricted rights) at district level
Head Quarter Verification	The data entered at the district level would be verified by Head Quarter before being available for reporting.	Admin (All rights) at head quarter level. Flag field should be maintained in the database for verification.
Searching options	The application should be able to support searching and reporting on various fields. e.g. Disability type, transgender type, Patron(Guru), Location. and Working ability, etc.	We need to implement simple search and reporting mechanism.

### Non-Functional Requirements

- The major non-functional requirement is the development of a user friendly interface that requires minimum training.
- Data Privacy is an important non-functional requirement.

### Hardware Requirements

This application requires that district level offices and Headquarter should be connected to a central database. Keeping this requirement in view, we have ruled out the option of a stand-alone desktop based system. Establishing an intra-net connection is not feasible due to the large distances between districts and head quarter. The only option left is to deploy it in a server / client environment; whereby the server side is hosted by a third party. All the district level offices would connect to the server using Internet connection. This setup would ensure timely backups, security, and data integrity issues.

Server Side	Client Side
Dell Server 16 GB RAM 2 TB Hard Disk Server side hardware can be shared with three other applications of the same complexity.	Simple Desktop / Laptop Capable of using Web Application Internet Connection

## Software Requirements

Development Side	Server Side	Client Side
PHP (Open Source) PostgreSQL (Open Source)	Apache Web Server Windows Server 2008	Operation System Web Browser

### Data Requirements

Social Welfare Department, Balochistan will provide sample data. Legacy data entry and new data entry will be the responsibility of the Social Welfare Department. IMMAP will assist the directorate where requested and USAID approval.

### HR-IMS Main Beneficiaries:

The main beneficiary of this system is Assistant Director Head Quarter; having full admin rights on create, retrieve, update, and delete (CRUD) Operations. High Level Management (Director General and Staff) will have view permission and reporting rights. Data Entry Operators at district level will have restricted view rights to maintain privacy. They will have restricted retrieval, creation, and updating rights. The final approval of registration will be performed by Assistant Director Head Quarter office.

### HR-IMS Business Processes

- Disable person registration is the responsibility of Social Welfare office at district level as per the departmental SOPs.
- The Head Quarter is responsible for approval after registration.
- Verification of person for Job / Education Quota will be performed by the Head Quarter.